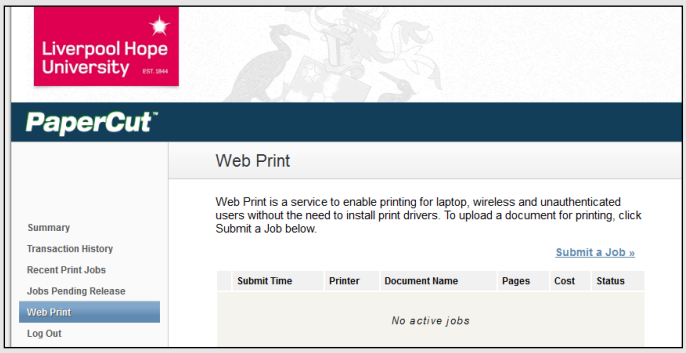
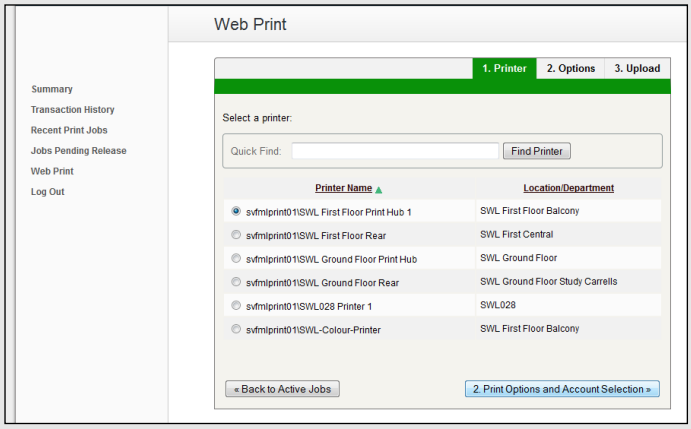
Wireless Printing Guide (Sheppard-Worlock Library Only)

Instructions for users

Connect your laptop to the wireless and login as normal. Then visit the Liverpool Hope University homepage.
Navigate to the MyHope screen and login.
When you are logged in to MyHope select 'Print Options' and then 'Wireless Print' from the tabs along the top



Select 'Web Print' from the left hand menu, and click 'Submit a Job' on the right hand side of the screen.

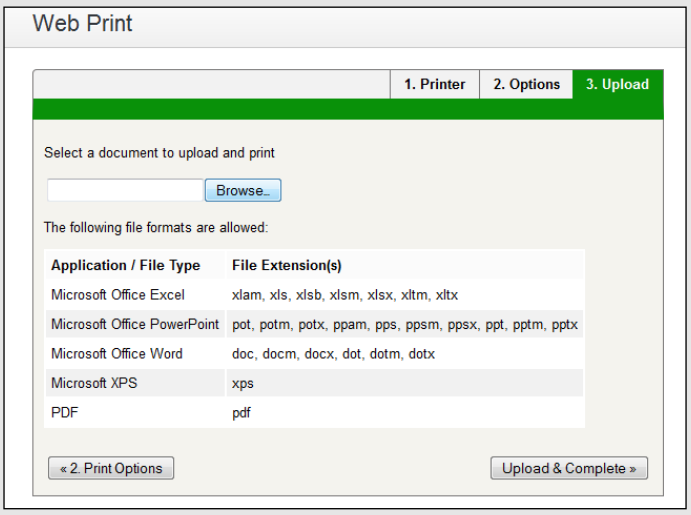


Click to select the required printer depending on your location.

Click 'Print options and Account Selection' at the bottom to continue.

The next screen will allow you to select the number of copies required.

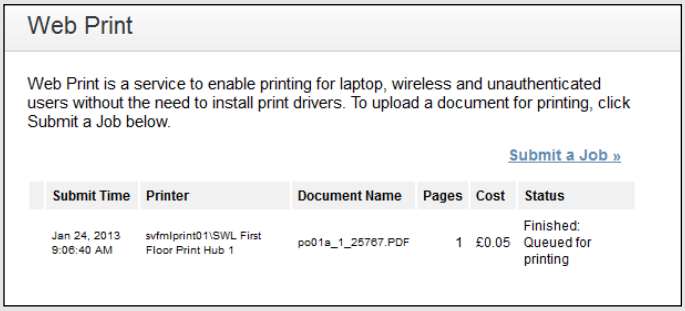
Click 'Upload Document' to continue.



Click 'Browse' to locate the file you wish to print (either saved on your laptop or a USB memory stick etc).

Note:- Only certain files can be printed, this includes most Microsoft Office files, but does not include image files such as Jpegs.

Click 'Upload & Complete' when you are ready to print.


Web Print
Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.
Submit a Job »
Submit Time
Printer
Document Name
Pages
Cost
Status
Jan 24, 2013 9:06:40 AM
svfmlprint01\SWL First Floor Print Hub 1
po01a_1_25767.PDF
1
£0.05
Finished: Queued for printing

The file will be sent to the printer, your account charged and details of the job will be displayed.